

Position: Document Management
Division: Program Management Office
Compensation: \$30,000 - \$47,985 annually (plus benefits)

The Document Manager maintains the document control system that supports the storage, distribution and audit trail for the Capital and Community Development Program. Duties and responsibilities include tasks associated with the storage, distribution and processing of controlled documentation as well as facilitate process improvements to document change control process.

The Document Manager will supervise and coordinate required document maintenance activities in accordance with requirements of governing procedures. Activities may include the supervision and coordination of the following: Maintain library of External and Internal Origin Documents; coordinate review of interim changes to forms, distribute documents to ensure they are available at all locations for which they are designated, used or otherwise necessary, maintenance of documentation management database system, maintains quality records so they are readily available, stored to minimize deterioration and prevent loss. Serve as a technical resource to other associates who author technical documentation that may be reviewed by government and/or standard agencies. Perform other duties as directed or assigned.

Preferred candidate must possess knowledge of principles, practices and techniques of documentation change control. Knowledge of standard filing and record retention practices are required with strong written and oral communication skills, strong organizational skills. Candidate should have expert level experience in MS Word, Adobe Acrobat and SharePoint with good technical writing and editing skills, as well as working knowledge of database structure, queries and reporting and working knowledge of MS Excel, MS PowerPoint and Visio, or equivalent. College degree preferred, but experience may be substituted.